



# *Maryland Department of Budget & Management*

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## *Office of Personnel Services and Benefits*

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Secretary

*CECILIA JANUSZKIEWICZ*  
Deputy Secretary

**TO: Agency Personnel Directors**

**FROM: Andrea M. Fulton**

**DATE: August 5, 2004**

**RE: Fiscal Year 2004 Contractual Employment Data**

Once again we are compiling the Annual Report on personnel information as requested by the Joint Chairmen. Fortunately, most of the information is captured thorough personnel transactions throughout the fiscal year. The contractual employment data, however, is one area that is not captured by DBM.

We need the following pieces of information for Fiscal Year 2004:

total number of contracts in your agency; and

total number of full-time equivalent (FTE) positions on contract.

Please submit this information by Friday, August 27, 2004. You may submit this information via e-mail ([lbuchman@dbm.state.md.us](mailto:lbuchman@dbm.state.md.us)), by fax (410-333-5262), or by inter-office mail. If you have any questions, please contact Leslie Buchman at (410) 767-4718. As always, thank you for your assistance.

cc: DBM Personnel Office